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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 2 June 1955

FROM : Acting Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:a. Supply Training: (continued item)

(1) The Supply phase of the Seventh Logistics Support Course is now being devoted to the presentation of case problems and exercises with the students operating a simulated field supply installation and performing all functions pertinent thereto. As a preparation for this exercise, the students were permitted to follow the progress of an actual requisition from the time it was received in the Division to the last step where the materiel from stock was packaged for shipment. This is the last week for the Headquarters phase. The students depart for [REDACTED] next week for two weeks training at that site.

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(2) Forty (40) members of the Supply Division attended the Logistics Supervisory Training Program; fifteen (15) of whom attended the course held in Headquarters between 4 May and 27 May 1955, and twenty-five (25) attended at the [REDACTED] Depot between 19 May and 26 May 1955. The Depot phase was necessitated by the number of personnel from the Depot desirous of attending the course, and was held there in order that personnel could be away from their work for the shortest period of time possible.

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2. PROJECTS AND STUDIES IN PROCESS:a. Requirements Forecast: (continued item)

The proposed revision of instructions for forecasting materiel requirements [REDACTED] is complete, except for the necessary changes in the associated forms. Duplicate copies of the proposed revised instructions will be submitted to the forecasting echelons and technical staffs this week for coordination. The phasing of materiel requirements forecasts with preparation of plans for clandestine operations and associated country appendices was discussed at a Planning Staff conference attended by Messrs. [REDACTED] (OL/PS), [REDACTED] (DD/S/SA), and [REDACTED] (OL/SD).

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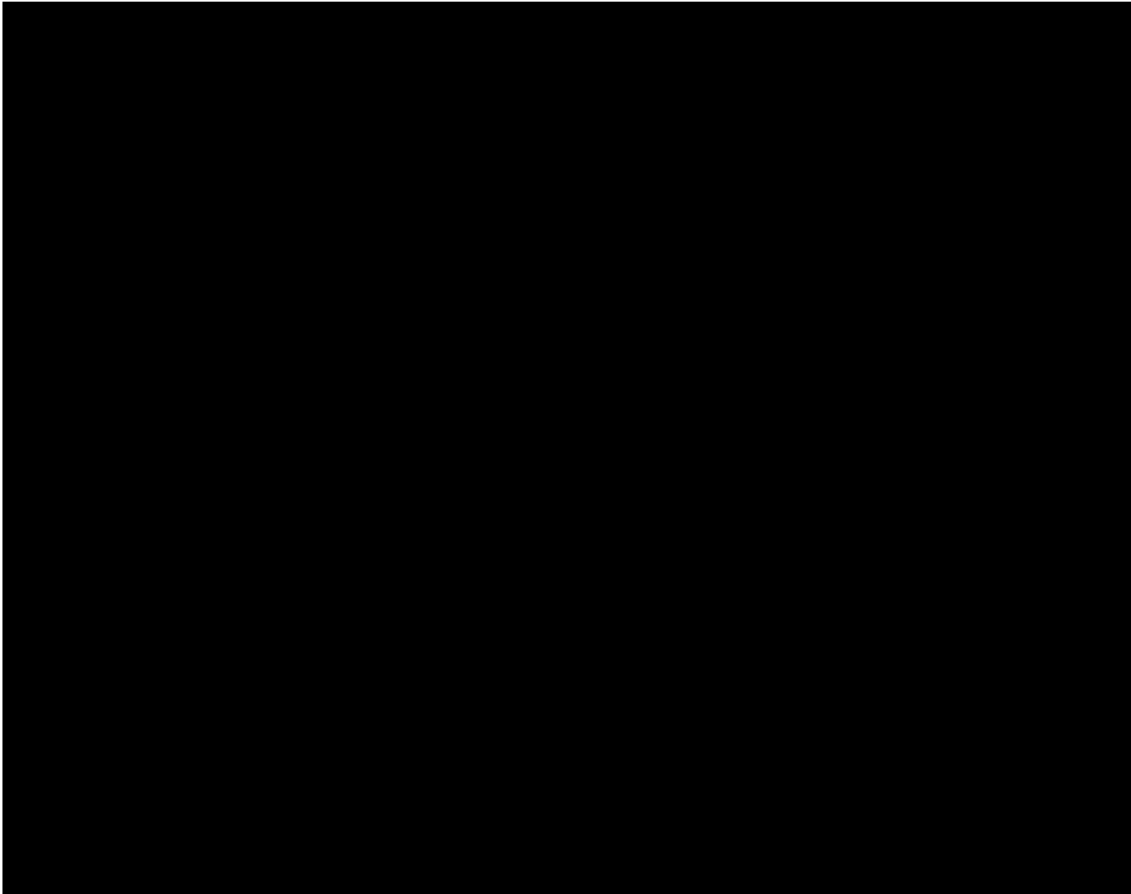
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(2) A requisition has been prepared for the most critical items in the amount of \$14,348.59. It is anticipated that this material will suffice until Fiscal Year 1956 funds become available.

d. Redistribution of Stock: (new and continued item)

A study has been made, based on issue experience, of stock items in Materiel Groups II (transportation and air equipment), III (industrial machinery and instruments), IV (engineering equipment), and V (photographic) to determine the items and quantities which have been shipped on cargoes for a period of one (1) year. Based on the knowledge of all cargo destinations, certain stock items will be stored in other depots in limited quantities to permit more expeditious supply action and greater utilization of all of the depots.

3. OTHER ITEMS OF INTEREST:



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h. Requisitioning Procedure: (new and continued item)

25X1A A memorandum has been prepared to the Special Support Assistant (Logistics), DD/S, informing him that the evaluation of requisitioning procedures and related supply activities could not be accomplished by 30 June as suggested. He was further informed that Mr. [REDACTED] was designated as Supply representative to accomplish a study of requisitioning and related supply activity, and was requested to obtain a representative from his staff or from the DD/P to assist Mr. [REDACTED] in determining ways and means for simplifying the administrative workload of field and headquarters operational elements. It is expected that this study can be started sometime around 15 June if a DD/P representative has been appointed by this time.

i. Building Supply Operations: (continued item)

25X1A (1) Surplus steel shelving obtained from the move of the Records Center from Rosslyn has been utilized in the Que Building Supply Room to obtain greater utilization of existing space. It was also necessary to relocate lighting fixtures in order to obtain adequate aisle lighting.

25X1A (2) Plans to occupy the [REDACTED] on or about 15 June are almost finalized.

[REDACTED]

4. MAJOR PROBLEMS:

None.

5. MAJOR OBJECTIVES:

25X1A Current status of Division's objectives was reported to the Assistant Director of Logistics on 15 April 1955.

[REDACTED]

OL/SD/CS/TJD:daf (2 Jun 55)

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